

C.E.T. OBSERVATION FORMS

CLINICAL EDUCATOR TRAINING

(C.E.T.) OBSERVATION

INSTRUMENTS

- ❑ May be completed by the principal, administrator, professional development facilitator, or mentor during program. Observer must be C.E.T. trained.

- ❑ Must include the following:
 - Pre-observation Conference Process
 - C.E.T. Formative Observation Identification and Format Information
 - C.E.T. Observation Instrument Form with attached data – observation must be at least 30 minutes in length
 - Post-observation Conference Planning Guide

- ❑ C.E.T. Observations:
 - Selected Verbatim
 - Verbal Flow
 - At-Task
 - Classroom Traffic
 - Anecdotal

PRE-OBSERVATION CONFERENCE PROCESS

C.E.T. Formative Observation

Participant's Name _____

Subject _____ Date _____

Observer's Name _____

Lesson Objective:

Identify relevant classroom information:

- a.) Classroom discipline:
- b.) Management of materials:
- c.) Questioning techniques:
- d.) ESE students:
- e.) Other:

Identify/review areas of focus:

C.E.T. Observation Instrument (circle one)

Selected Verbatim
At-Task
Anecdotal

Verbal Flow
Classroom Traffic

Agree on observation time and logistics:

Attach lesson plan and seating chart.

C.E.T. FORMATIVE OBSERVATION

IDENTIFICATION AND FORMAT INFORMATION

Teacher's Name: _____ Date: _____

School: _____ Department/ Team: _____

C.E.T. Formative Observation: _____ Observer's Name: _____

Observation Number: _____ Start Time: _____ Length of Observation: _____

Brief Statement of Lesson Purpose Content: _____

The following observations are designed to assist the developing teacher with their formative and professional growth.

DIRECTIONS:

1. Fill out the above Identification and Format Information Box.
2. Choose one of the following observations by placing an X next to your selection.
- 3. Insert a copy of the data and analysis of the observation after this sheet in the developing teacher's portfolio.**

***Remember: A pre-conference and a post-conference are required for each observation.
Observations must be at least 30 minutes in length.***

C.E.T. OBSERVATION INSTRUMENTS

***Observer must attach observation forms/notes to this form.**

1. _____SELECTED VERBATIM

Verbatim data are the exact words said by the developing professional during an activity.

Example:

- Teacher questions
- Teacher response to student behavior
- Student questions
- Student-initiated statements
- Teacher using effective probing skills

2. _____VERBAL FLOW

Verbal flow provides information about the verbal interactions between the teacher and students. Observation must be done more than once.

Example:

- Teacher interacting equally with both genders
- Teacher interacting equally with all races
- Teacher calling on one area of the room more than others

3. _____AT-TASK

At-task observation provides data for the teacher that specify whether or not individual students, during a classroom activity, were engaged in the task(s) which the teacher indicated was appropriate.

Example:

- Collect data on student engagement during seatwork
- Collect data on patterns of teacher during seatwork
- Observer must identify teacher's expectations of at-task

Examples of collection codes are:

- A = At-task
- O = Off-task
- H = Helped by teacher
- D = Distracted/ Daydreaming

4. _____CLASSROOM TRAFFIC

The classroom traffic technique relies upon the use of student seating patterns and records the physical movements visible during a lesson or activity.

Example:

- Distribution of teacher attention
- Teacher efficiency, withitness
- Off-task relation to teacher proximity
- Teacher attention and student recognition
- Repetition of movement

5. _____ANECDOTAL

An anecdotal record is a narrative description of everything that happens in a classroom, consultation, or counseling session. Anecdotal records are a concentrated and sustained collection of data that potentially reveals new insights and suggests interpretation and explanations.

Example:

- Diary description
- Specimen description
- Shadowing and physical movement
- Running account of classroom procedures/ activities
- Documentation of change
- Recording method that needs no special setting, codes, categories, or time frames

POST-OBSERVATION CONFERENCE PLANNING GUIDE

C.E.T. Formative Observation

Participant's Name _____

Date _____ Observer _____

A. Behaviors to maintain/increase:

1. _____
2. _____
3. _____
4. _____

B. Behaviors to reduce/eliminate:

1. _____
2. _____
3. _____
4. _____

C. Activities/Strategies:

Person Responsible:

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

- C. E. T. observation (s)
- Temporary Duty Elsewhere (TDE)
- Collegial observation(s)
- View video: _____
- Other: _____

Date of next conference: _____

Date of next observation: _____